

☐ UNCLASSIFIED☐ INTERNAL  
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SUBJECT: (Optional)

Inspector General's Survey of the Office of Computer Services

FROM:

Acting Director of Logistics 1206 Ames

*Net*

EXTENSION

NO.

DATE

16 July 1970

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Support  
7D26 Headquarters

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*Substance incorporated  
in DD/S response  
to Ex Dir - Capt.*

MORI/CDF Pages 2 &amp; 3

OL 0 3585a

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16 JUL 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Inspector General's Survey of the Office of Computer Services

REFERENCES : (a) Memo dtd 18 Jun 70, fm DD/S to D/L; same subject

(b) Memo dtd 11 Jun 70, fm D/OCS to DD/S&T;  
subject: Office Space

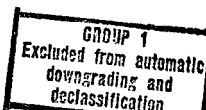
1. We have, in response to your request, made a reexamination of the Office of Computer Services (OCS) situation in an attempt to identify significant deficiencies and to suggest possible solutions. While we are in agreement that OCS has great need for office space, there is at the present time no unoccupied space available in the Headquarters Building.

2. During FY 1968 - FY 1969, office space assigned to OCS was increased and reconfigured to meet requirements placed upon us by OCS. Shortcomings noted in the Inspector General's Report relating to configuration of partitioning resulted from a compromise with the Director, OCS, to allow for proper air circulation within the office area. Further modifications to the partitions permitting complete privacy will require extensive modifications to the air-circulation system. 25X1

3. A second issue mentioned in the Inspector General's Report is raising the ☐ square feet ratio of space-per-person average in OCS to meet the Headquarters average of ☐ square feet. We recognize this issue but see no short-range solution for increasing the space-per-person ratio within OCS. 25X1

4. On the issue of a "more pleasant working environment," the OCS area was redecorated during FY 1968 - FY 1969. The current review by Office of Logistics personnel did not reflect any serious deterioration in the earlier redecoration. This area, however, will be brought to the attention of ☐ consultant on environmental improvements, for his personal recommendations. 25X1

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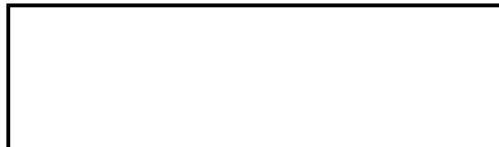
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SUBJECT: Inspector General's Survey of the Office of Computer Services

5. Reference (b), which levies a requirement for an additional 9,000 square feet of space and addresses itself to space requirements for FY 1971 - FY 1972, plus the additional request for 1,500 square feet from the Support Information Processing System (SIPS) Task Force, makes it evident that an extensive joint space study, considering the practical space limitations in light of OCS management requirements, is now required. Minimum time to conduct this study is about sixty days. This study will, of necessity, examine OCS requirements in relation to overall Directorate of Science and Technology space utilization.

6. As a potential solution, it may be possible, though expensive, to relocate the general purpose computer equipment, and staff personnel and programmers associated with the equipment, to an external Agency location. Such a relocation, in addition to the expense involved, will require extensive planning and possibly authority for additional space acquisition. In view of the Director's dictum on space acquisition, it is more realistic to attempt to find space within that already assigned to the Directorate of Science and Technology. Possible reductions in space requirements for the Office of Special Activities, DD/S&T, in the [redacted] area might fill this requirement. These alternatives will be explored in the study which, subject to your approval and with the agreement and assistance of DD/S&T, we would propose to initiate immediately.



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Acting Director of Logistics

Att

Reference (b)

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DDS&T-2125-70

11 June 1970

**MEMORANDUM FOR: Deputy Director for Science and Technology**

**SUBJECT : Office Space**

1. A recommendation on CCS office space is contained in paragraph 5.

2. Knowing the Agency-wide problem that exists in regard to providing office space for various activities, I have carefully reviewed the situation in CCS and have taken a number of steps to assure the greatest possible utilization of assigned space:

a. Space in the CCS Computer Center that is not immediately required for equipment has been used for office space.

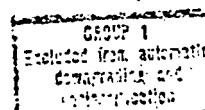
b. The Director's office and staff space has been used in a variety of ways over the past two years to alleviate space pressures. For example, [redacted] office has been used temporarily as a conference room, and the conference room has been used for programmers who could not be accommodated within the Scientific Applications Division.

25X1

c. Space has been traded with the Director of FMSAC so that areas which were functionally more suitable for executive offices than ADP classrooms were realigned to these uses.

d. My staff designed a dark-mounted bookshelf for programmers' reference manuals and materials to save

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OL 0 3793

**SUBJECT: Office Space**

the floor-space required by conventional bookcases and to provide limited privacy shielding. This has been a significant help; over 125 of these units are in use.

3. In spite of these efforts to "make do", our space needs have outgrown our current resources, and program planning for the FY-72 period shows a much worsening situation. At present, we have 13,000 square feet of space for office use and 13,300 square feet of space for other use, including the DDS space used for SIPS. Utilization of OCS office space averages 73 square feet per person. I am told that the Headquarters average is 116 square feet per person. Our program for FY-71 and FY-72 shows the following Headquarters space requirements:

|        | <u>Current Allocation</u> | <u>FY-71</u> | <u>FY-72</u> |
|--------|---------------------------|--------------|--------------|
| Office | 13,000                    | 22,700       | 24,200       |
| Other  | 13,300                    | 18,500       | 21,200       |
| Total  | 36,300                    | 41,200       | 45,400       |

The increases are for installing planned equipment and for bringing personnel space up to accepted standards.

4. The recent Inspector General's Survey of OCS contained a section on space which included the DDS space for SIPS (see copy attached). While there are problem areas other than those specifically mentioned in the survey, I believe this narrative adequately describes the space problem we face.

5. I therefore make the following recommendations:

- a. That a study of space allocations within the Directorate should be undertaken to determine if space

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**SUBJECT: Office Space**

is available which might be reassigned to alleviate the current shortage of 4,900 square feet in OCS.

b. That DDS assistance should be sought in resolving the longer-range space problems in OCS.

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[redacted]  
Acting Director of Computer Services

Attachment: a/s

**Distribution:**

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O/AD/OCS: [redacted] mru [redacted] (11 Jun 70)

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